



**Association of Bay Area Governments
Bay Area Air Quality Management District
Metropolitan Transportation Commission**

Joseph P. Bort MetroCenter
101 Eighth Street
P.O. Box 2050
Oakland, CA 94607-4756
(510) 464-7942
fax: (510) 433-5542
tedd@abag.ca.gov
abag.ca.gov/jointpolicy/

Joint Policy Committee / Regional Planning Program

Date: March 27, 2005

To: Joint Policy Committee

From: Regional Planning Program Director

Subject: Joint Policy Committee Operating Rules and Procedures

The Committee has requested a report consolidating its current rules and procedures. This is that report.

The Joint Policy Committee derives its rules and procedures from three sources: (1) The Final Report of the ABAG-MTC Task Force (December, 2003), SB 849 (chaptered, September 25, 2004), and decisions of the Committee itself as documented in its minutes. The rules and procedures are not extensive nor are they highly prescriptive. They are listed below with citations to their sources.

Purpose

The Joint Policy Committee's purpose is to advance integrated regional planning and will have authority to comment on and review any substantial regional plans or strategies that are devised by either agency, and shall report directly to the board of each agency. The focus of the Committee's efforts will be to periodically update the regional vision and outline implementation strategies for consideration by ABAG and MTC. Countywide agencies made up of city and county representatives as well as other regional agencies should be involved extensively in helping to update the Vision and creating the strategies. (Final Task Force Report, pp. 2-3)

The joint policy committee shall coordinate the development and drafting of major planning documents prepared by ABAG, MTC, and the Bay Area Air Quality Management District, including reviewing and commenting on major interim work products and the final draft comments prior to action by ABAG, MTC, and the Bay Area Air Quality Management District. These documents include, but are not limited to, the following:

- (1) Beginning with the next plan update scheduled to be adopted in 2008, the regional transportation plan prepared by MTC and described in Section 66508 of the Government Code.
- (2) The ABAG Housing Element planning process for regional housing needs pursuant to Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.
- (3) The Bay Area Air Quality Management District's Ozone Attainment Plan and Clean Air Plan. (SB 849, p. 3)

Membership

The Bay Area Air Quality Management District should be included as a represented agency on the joint policy committee by June 30, 2005. If the Bay Area Air Quality Management District has not been included by June 3, 2005, the Bay Area Air Quality Management District shall be included as a represented agency with an equal number of committee members. (SB 849, p. 2)

The combined membership of the joint policy committee shall include at least one representative from each of the nine regional counties: Alameda, Contra Costa, Marin, Napa, Sonoma, San Mateo, San Francisco, Santa Clara, and Solano. (SB 849, p. 3)

THAT the Bay Area Air Quality District (BAAQMD) be invited to appoint seven members to the Joint Policy Committee, increasing the Committee's voting membership from fourteen to twenty-one members; (Minutes of the JPC Meeting of November 19, 2004, p. 5)

THAT the Secretary of Business, Transportation and Housing be invited to appoint an *ex officio* member to the Joint Policy Committee; (Minutes of the JPC Meeting of November 19, 2004, p. 5)

THAT the size and composition of the Joint Policy Committee be reviewed after one year; (Minutes of the JPC Meeting of November 19, 2004, p. 5)

Chair

THAT the Committee chair rotate among member agencies, the chair or president of each agency serving a one-year term as chair of the JPC, in this order: ABAG, MTC, BAAQMD. (Minutes of the JPC Meeting of November 19, 2004, p. 5)

Meeting Frequency and Length

The Committee would continue meeting monthly through June, 2005, at which time the meeting frequency would be reviewed;
Meeting lengths should not exceed two hours and should be shorter if possible;
Staff presentations should be concise, particularly if accompanied by a written report, so as to maximize the time available for Committee discussion (Minutes of the JPC Meeting of December 17, 2004)

Staff Resources

The Joint Policy Committee shall have its own dedicated staff resources to implement a work plan of its creation devised to advance integrated regional planning for the Bay Area. The staff team (numbers to be determined based upon an adopted work plan) shall be led by a Planning Manager who shall be retained by the Executive Directors of ABAG and MTC with input provided by the Joint Policy Committee.

MTC agrees to provide funding for up to two years for the Planning Manager position though assistance from other agencies will be explored by the Joint Policy Committee as well. It is also agreed that during this time ABAG will provide additional information as to how funding previously allocated by the Commission to ABAG are being spent and the work products created. The first order of business will be to develop a work program and budget for the joint policy committee. Both agencies will contribute to this work program with funds, staff, or both. The exact budget and source of funds will be the subject of a later negotiation and agreement between the agencies. (Final Task Force Report, p. 3)

The joint policy committee shall prepare a report analyzing the feasibility of consolidating functions separately performed by ABAG and MTC. The report shall be reviewed and approved by MTC and the ABAG executive board and submitted to the Legislature by January 1, 2006. (SB 849, p.2)

It was the consensus of the Committee that it did not want to become involved in the details of organizational realignments; that the important thing was to get regional planning and implementation done in the most efficient manner possible. Where and how that happened was much less important than that it do happen. The Executive Directors of the three agencies were tasked with making arrangements to properly resource the integrated regional planning function and getting on with the work. This may include the consolidation of some support functions if appropriate and cost-efficient to do so. (Minutes of the JPC Meeting of January 28, 2005)